



40.0 hrs Seasonal	Laborer – Long Term Seasonal April 1 to December 1		Job Description
Direct Report	Parks Forestry & Cemetery Supervisor	Grade	Seasonal 6
Department	Parks, Forestry & Cemetery	FLSA	Non-Exempt
Division	Public Works	Bargaining Unit	Non- Union
Date	July 2015	Location	Cemetery Garage

### **Summary**

Long Term Seasonal Laborer performs a variety of unskilled and semi-skilled landscaping duties including mowing, trash clean-up and other duties as assigned within the department.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs routine landscaping duties including mowing, turf trimming and trash removal.
2. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
3. Drives light trucks, loads and unloads various materials, equipment, sand and gravel, etc.
4. Performs routine inspection of assigned equipment and refers defects or needed repairs to supervisor.
5. Performs all duties in conformance to appropriate safety and security standards.
6. Performs required labor involved in general landscape, trimming, pruning hedges and turf maintenance.
7. Performs all those functions required for the internment process if needed.
8. Operation of equipment such as weed whacker, electric trimmers, saws, common hand and power tools, shovels, wrenches, chainsaws, push mowers, riding mowers, mobile radio and phone.

### **Peripheral Duties**

1. Other miscellaneous duties as required or assigned by the supervisor.

### **Supervisory Responsibility**

1. none

### **Competencies**

Personal Effectiveness	Credibility	Thoroughness
Collaborative Skills	Communication	Flexibility

### **Work Environment**

While performing the duties of this job, the employee regularly works outside, exposed to a variety of weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, including hurricanes, snow storms, flooding conditions, loud noise and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

### **Physical Demands**

This is highly physical role requiring 25 to 50 lb. lift abilities. This job requires the ability to lift equipment, handle, operate and maneuver equipment, sweep, shovel, walk, kneel, stoop, bend, push, pull, utilize hand eye coordination, stand move as necessary.

**Work Hours**

This is a full time position with typical 40 hours per week. 7:00 AM to 3:00 PM Monday through Friday.

**Minimum Qualifications**

1. Graduation from high school or GED equivalent.

**Additional Knowledge, Skills and Abilities:**

1. Working knowledge landscape preferred.
2. Some knowledge of equipment methods and procedures used in landscaping.
3. Ability to learn how to effectively and safely use equipment typically used in all aspects of landscaping.
4. Ability to perform heavy manual tasks for extended periods of time.
5. Ability to establish and maintain effective working relationships with employees, supervisors and members of the public.
6. Ability to understand and carry out written and oral instructions.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

**Signatures**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_